

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
PLEASE FILL IN THE FOLLOWING FOR YOUR EXPENSE REPORT (U.S. \$, only):																									
1	Location/Profit Ctr											1	300-	300-											
2	Your Name	Eric CHAPOULAUD										2	350-	350-											
3	Department Name	R&D										3	301-	301-											
4	Department #	8010										4	301-	303-											
5	Business Purpose	SANDERS Prototype Evaluation										5	301-	306-											
6	Exp Report begin date	11/3/1996																							
7	Exp Report end date																								
8	Company automobile?	(Yes or no)																							
9	Odometer begin	0																							
10	Odometer end	0																							
11	Business miles	0																							
12	Check Payable to:	SAME																							
13	Temporary Cash Advance?	(If yes or Y, enter amount -)																							
14	Co. Charge Card Usage?	(If yes or Y, enter amount -)																							
15	Prepaid Transportation?	(If yes or Y, enter amount -)																							
16	Amount:	\$0.00																							
17	Amount:	\$0.00																							
18	Amount:	\$0.00																							
19																									
20	After filling in all the above information, please complete the expense report as normal.																								
21	All amounts in OTHER column will default to TRAVEL, unless otherwise designated in																								
22	account coding at bottom, right of Expense Report. There are three (3) account number																								
23	codings available. Use any of the (3) and type in the \$ amount to that code. The																								
24	worksheet should automatically recalculate TRAVEL																								
25																									
26	If you have any problems or comments call ext. #431																								
27																									
28	To set TITLES, position ROW 36 as your top line. Position cursor in CELL B39.																								
29	Using menu: Window. Freeze Panes																								
30	To remove, use Window. Unfreeze Panes																								
31																									
32																									
33	Eric CHAPOULAUD																								
34																									
35	Depart. Name R&D																								
36	Business Purpose SANDERS Prototype Evaluation																								
37																									
38	ACCOUNT NO. 71825																								
39																									
40	DAY	PLACE	MILES	GAS & OIL	EXPENSE (explain)	AIRRAIL	PARK TAXI	MEALS (SELF)	ROOM	PHONE FAX	POSTAGE	ENTER-TAINMENT (explain)	OTHER (explain)	TOTAL	(Auto Expense, Entertainment & Other require full explanation)										
41	31-Oct	LAX					25.00	1.18						26.18	Super Shuttle From PASADENA to LAX										
42	31-Oct	BOSTON						17.00						17.00	Coke at LAX Airport										
43	1-Nov	BOSTON						15.00						15.00	Dinner (Eric CHAPOULAUD)										
44	2-Nov	BOSTON						20.00						20.00	Dinner (Eric CHAPOULAUD)										
45	2-Nov	BOSTON						29.00						29.00	Dinner (Eric CHAPOULAUD)										
46	3-Nov	BOSTON							207.36					207.36	Hotel COMFORT Inn, DECHAM										
47	3-Nov	BOSTON													13.35 Gas fill-up (Rental Car)										
48	3-Nov	BOSTON													ALAMO Rent A Car - Car Rental (3 days)										
49	3-Nov	BOSTON													1.00 Coffee BOSTON Airport										
50	3-Nov	LAX													23.00 Super Shuttle From LAX to PASADENA										
51															0.00										
52															0.00										
53															0.00										
54															0.00										
55															0.00										
56															0.00										
57															0.00										
58															0.00										
59															0.00										
60															0.00										
61															0.00										
62															0.00										
63															0.00										
64															0.00										

Ormico

TRAVEL EXPENSE STATEMENT

10/31/1996 THROUGH 11/3/1996

U.S. Dollars

The company will not issue expense statements for personal use purposes. An extra copy should be retained for your records.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
31																								
32																								
33	Eric CHAPOULAUD																							
34																								
35	Depart. Name	R&D																						
36	Business Purpose	SANDERS Prototype Evaluation																						
37																								
38																								
39	TOTAL MILES	0	COST/MILE	\$0.24	\$0.00	\$0.00																		
40					0.00																			
41	TOTAL EXPENSES	\$33.35	\$0.00	\$0.00	\$48.00	\$63.18	\$207.36	\$0.00	\$0.00	\$0.00	\$194.01	\$45.90												
42																								
43																								
44	MAKE CHECK PAYABLE TO:	Eric CHAPOULAUD																						
45																								
46																								
47																								
48																								
49																								
50																								
51																								
52																								
53																								
54	AUDITED																							

Ormc

TRAVEL EXPENSE STATEMENT

10/31/1996 THROUGH 11/3/1996

STATEMENT PERIOD

U.S. Dollars

The company will not issue expense statements for personal tax purposes. An extra copy should be retained for

PERSONAL MILEAGE ALLOWANCE

TRANSPORTATION PREPAID BY COMPANY - CO. BUSINESS

CASH ADVANCES

COMPANY CHARGE CARD

PREPAID TRANSPORTATION

DUE

EMPLOYEE

COMPANY

Mileage begin

Mileage end

Mileage business

TOTAL EXPENSES

545.90

545.90

entertainment

phone/fax

travel

lodgings

meals (self)

auto expense

postage

temp. advance

supplies/office